Process Name: Timekeeping and Leave Accounting	**Process Identifier:** TL
Sub-Process Name: Leave of Absence	**Sub-Process Identifier**: TL-5

Sub-Process Purpose and Objectives: Maintain the status of employees who request and those who are taking long term leave
Sub-Process Description: Employees request to take either paid or unpaid leave for a variety of reasons, including: • Illness • Accidents • Family • Military • Other When the employee requests leave and provides the appropriate documentation, the request is reviewed by the agency and approved or denied. If denied, the employee is notified immediately. When the employee begins the leave, the personnel record is updated by the agency to reflect the appropriate status. The agency updates the attendance and leave record(s) in DCS. If the leave is based on FMLA or other circumstances that impact eligibility, then data is passed to TIS to update the insurance information. When an employee requests leave, the request is evaluated to determine if the circumstances qualify for FMLA, and if the employee qualifies for FMLA (1250 hours worked in the last 12 months and 12 months of service). If so, the employee is notified that after 15 days the leave will be considered FMLA and medical documentation is requested. If the employee has requested that the leave be considered FMLA, the status is updated immediately. If not, the leave is monitored by the agency, and after 15 days, the agency converts the leave to FMLA in Data Capture. Once documentation is returned, the documentation is reviewed to ensure that the leave is FMLA eligible. If not, the FMLA status is reversed and the employee is notified. Appropriate documentation is filed in the employee's personnel file when returned. When an employee returns from leave, a change of status is processed through the personnel action process.

Process Name: Timekeeping and Leave Accounting			**Process Identifier:** TL	
Sub-Process Name: Leave of Absence			**Sub-Process Identifier**: TL-5	

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
• Employee requests leave • Employee goes on leave • Employee returns from leave	• Employee • Agency • Personnel

Inputs:

Input	Format	Volume/Time	Suppliers
A&L forms	Paper		Employee, Agency
Personnel actions (status changes)	Online		Agency
Data Capture timesheet	Online		Agency

Outputs:

Output	Format	Volume/Time	Recipients
Updated attendance and leave	Database		DCS/SEIS
Updated personnel records	Database		SEIS

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Process Name: Timekeeping and Leave Accounting	**Process Identifier:** TL
Sub-Process Name: Leave of Absence	**Sub-Process Identifier**: TL-5

Laws, Regulations, and Policies That Govern Sub-Process:

- DOP Attendance and Leave Policies and Procedures
- FMLA

T.C.A. chapters and sections that deal with attendance and leave issues include:

2-9-103 Voting Machine Technicians (absence from work)
4-4-105 Department office hours - overtime
4-7-109 Temporary retention of disabled member on payroll
4-7-117 Temporary retention of disabled correctional officer or youth service worker
4-21-408 Maternity Leave
8-23-201 Compensation for extra services
8-30-215 Hours of work, attendance and leaves of absence
8-33-101 – 8-33-109 Employees in Military Service
8-36-805 Reemployment permitted (retired employees)
8-50-109 Leave of absence for officers of employee associations
8-50-110 Use of annual leave to attenda statewide meeting of employee association
8-50-111 Disabling assault injuries in the line of duty – Retention on regular payroll
8-50-113 Bereavement leave
8-50-801 – 8-50-810 Leave for State Employees
15-1-101 Legal Holidays
22-4-108 Civil Leave

Current Sub-Process Issues/Problems:

Improvement Opportunities:

Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*

Process Name: Timekeeping and Leave Accounting	**Process Identifier:** TL	
Sub-Process Name: Leave of Absence	**Sub-Process Identifier**: TL-5	
Automation of Family Medical Leave Act (FMLA) processing		
Employees can view their leave balances and request time off by utilizing self-service functionality through a web browser or kiosk	Internet access and training may be issues in implementation	
Applications that Support the Sub-process		
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*	
SEIS	In house developed, COBOL, IBM mainframe, IMS	
DCS		

Process:	Timekeeping & Leave Accounting	**File:**	timekeeping - final.vsd
Sub-Process:	TL-5 Leave of Absence	**Date:**	12/02/02
Prepared By:	Salvaggio, Teal & Associates	**Page:**	1/2

Employee
- Request leave
- Request Leave of Absence (long Term)
- Employee notification

Agency
- Review leave request & documentation
- Approved
- Y — Paid leave balance available
- N — Review status for unpaid leave
- Leave approved
- Y — Update employee status to leave without pay
- LA-1
- Enter paid leave on timesheet

Personnel

DCS
- Process timesheets
- Update status

SEIS
- Update status
- Pers Admin - Personnel Action

Process: Timekeeping & Leave Accounting	**File:** timekeeping - final.vsd
Sub-Process: TL-5 Leave of Absence	**Date:** 12/02/02
Prepared By: Salvaggio, Teal & Associates	**Page:** 2/2

Employee

FMLA notification

Return medical documentation

Notify employee

Agency

LA-1 → FMLA eligible → Y → Notify employee and request documentation → leave 16 days long / Employee requested FMLA → Y / Y → Update status → N → Review documentation → FMLA eligible

N

DCS

Update status to FMLA

SEIS